

### PRESIDENT'S CORNER

**Outstanding Home Maintenance Award** – The Board is recognizing and thanking the homeowners at 1412 De Anza for outstanding maintenance of their home exterior!! This recognition is part of the annual program by the San Mateo United group and the city of San Mateo, and the recipients will be recognized by the Mayor at the City Council meeting on 9/16!

**Electronic Documentation** – We have only about half our members receiving routine via email, such as this newsletter. If you'd like to transition communications to using email rather than snail mail, please contact PML ([sabrina@pmlmanagement.com](mailto:sabrina@pmlmanagement.com)).

**Board of Directors Opening** – The Board is looking for a HOA member to step into a Director role and serve out the remainder of a 2024 term (until the early '25 election). If you are interested to serve or would like to discuss the possibility, please contact me at [president@sugarloafhoa.org](mailto:president@sugarloafhoa.org). Your Board would appreciate your help in keeping our community and HOA a great place to live.

### What's on the Board's Mind?

#### *Important HOA Business This Month:*

**Large Tree Fire Safety:** The HOA has contracted with Arboreal to conduct a fire safety maintenance of large trees in our common spaces. This work is part of your HOA's fire safety program and will include the removal of dead trees and limbs and other tree maintenance specified by a licensed arborist. The work begins the week of 8/19 and will go for 4 to 6 weeks. Importantly, Arboreal has received explicit work instructions from the HOA and the Fire Department. They have a contract based on that work, and cannot conduct additional work at this time. Please do not attempt to ask the workers to take on additional work as they have been instructed not to do so. Thank you for your understanding.

**Tennis Courts:** The tennis court resurfacing is underway and should be completed by late August. As a reminder, the courts are owned by Denali but our HOA members have access to use them in exchange for our sharing maintenance costs with Denali.

Thanks for supporting our HOA!

Bob Kiss, HOA President ([president@sugarloafhoa.org](mailto:president@sugarloafhoa.org))

### COMMITTEE REPORTS

#### Architecture:

**Annual Exterior Audit Conducted** – The Board recently conducted its annual audit of property exteriors, with focus on painting, roof, fence, and landscape conditions in need of improvement. Affected homeowners will be notified in writing and assigned a deadline to make the necessary remediations. The Board thanks you for your prompt attention as part of helping to maintain property values.

**Exterior Changes** Reminder - Per our CC&Rs Section 6, exterior changes require HOA approval (includes, but not limited to,

painting, roofing, fences, windows, balconies, solar panels, driveways & walkways, decks, other structural changes). Landscaping (plants) does not typically require approval, and modifications exclusively on the inside of your home do not typically require approval. There is often a neighbor notification requirement that triggers a need for HOA approval. If in doubt, please ask – you can email or call the committee chair.

#### Landscape:

The following service items were completed recently by the HOA landscaping contractor:

- Completed weed abatement in all common areas to finalize compliance with Fire Department inspection
- Trimmed hedges at Chris Lane common areas
- Trimmed shrubs along sidewalk at Parkwood/Broadview corner near 1901 Parkwood Dr
- Raked leaves from under canopies in Toyon common areas
- De Anza Blvd leaf blowing every week on sidewalks

**Large Tree Maintenance** – Please note that the HOA maintains an ongoing tree maintenance program based on an arborist's survey of our catalogued large trees. A portion are serviced each year on a rotating basis. As mentioned in the President's corner, this work is now ongoing and through September.

**Property Maps** – San Mateo County property line maps can be found on the web site under Residents/Landscape. Password is the same as for our Governing Documents.

**Irrigation System Status** – Irrigation system is now ON for the dry season. Contact PML if you observe any issues. Please don't touch the equipment unless it is an emergency.

**Trim-for-View** – Please do not trim/cut trees in common areas without prior approval. If you want to trim in the common areas for views at your expense, here is the procedure:

1. Take a picture of the trees to be trimmed.
2. Get an estimate from a qualified tree company (must have a certified arborist on staff)
3. Submit all the above to Joe at PML.
4. The Landscape Committee will review / approve if appropriate
5. The Homeowner pays for trim-for-view work.

#### Public Safety:

**Rattlesnakes** – Reminder that we share the Sugarloaf area with the wildlife, and this includes rattlesnakes. Please be observant when walking along the canyon area sidewalks, for example. Snakes have been cited in the last few weeks on sidewalks and in curbs.

**"See Something / Say Something"** - Please keep an eye out for behaviors that don't make sense; call the police as necessary. Better safe than sorry. Use 650-522-7700 for non-emergencies.

**Emergency Info** – Sign up for **San Mateo County's alert system** at [www.smcalert.info](http://www.smcalert.info) for email, text, or phone alerts.

## PLEASE FOLLOW CC&Rs AND CITY CODES

**Trash/Recycling (subject to fines)** -- Per CC&Rs Section 8.7 and SM City Code, bins need to be kept out of sight, except on pickup day or the day prior. SMMC 7.16.040 states that bins may not be placed out before 12pm the day prior to collection and must be removed by midnight on collection day. Bins may not be stored in sight from a street, neighboring lot, or common area.

**Dog Controls (subject to fines)** – Please pick up after your dogs. Leaving a bag of dog poop for someone else to clean up is not helpful. And please note that San Mateo law and HOA CC&Rs require dogs be on a leash at all times in our neighborhoods, in addition to keeping barking under control and not a nuisance.

**Visitor Parking (subject to fines)** – Since there is no room for street parking on the private streets, there are specific areas for visitor parking, whether it is a visitor from out of town or visitors providing service (landscape, handy work, cleaning, etc.). These spaces must be kept available for visitors, per CC&Rs Sec 8.12(c), **subject to fine.**

**Tennis Courts Access** – The tennis courts are under the control of Denali HOA. Please contact PML if you need a key (\$50) to enter. **Access is for Sugarloaf or Denali residents only. Guests must be accompanied by residents at all times. No exceptions.**

## OUR GOVERNING DOCUMENTS

As a reminder, the Association Bylaws, CC&Rs, and other HOA docs are posted on our website for your convenience, but you will need a password to open them (password in your newsletter copy).

**Electronic Documentation** – If you'd prefer to receive your HOA documentation in electronic form, please contact PML to provide your approval to do so. It saves the HOA \$ and gives you better archiving capability for HOA docs. Win-win. Please consider.

## EVENTS AROUND TOWN & OTHER INFO

**Farmer's Market:** Every Sat 9 am – 1 pm; College of San Mateo (W. Hillsdale & CSM Drive – Galileo Parking Lot 6).

San Mateo Parks & Rec Department – Web site has info about many available activities, including for those over 60. See info at [www.sanmateorec.org](http://www.sanmateorec.org).

**Notify Me!** The City of San Mateo makes it easy to stay up to date on city governance and the community. To sign up, visit [www.cityofsanmateo.org/notifyme](http://www.cityofsanmateo.org/notifyme).

**San Mateo County News** – information about county issues and events can be found at: [www.sanmateocountynews.com](http://www.sanmateocountynews.com)

**Animal Control & Licensing** – [www.smhealth.org/animalcontrol](http://www.smhealth.org/animalcontrol)

**Emergency Info** – Sign up for **San Mateo County's alert system** at [www.smcalert.info](http://www.smcalert.info) for email, text, or phone alerts.

**Air Quality** - [www.purpleair.com](http://www.purpleair.com) or the IQAir Visual phone App

**Delivery of Library Materials!** - The library offers twice-monthly home delivery of library materials for residents of with temporary or long-term illness, injury, impairment, medical condition, or disability and unable to visit the library. See link below or call 650-522-7863. <https://www.cityofsanmateo.org/4458/Home-Delivery>

**Senior Living in San Mateo** – The city's website contains useful information and references, see here: [www.cityofsanmateo.org/640/Senior-Services](http://www.cityofsanmateo.org/640/Senior-Services)

## HOW TO CONTACT PML/BOARD

To contact your association manager or place a request:

**PML:** (650) 349-9113 (ext 100 – reception, ext 104 - Joe, our PM), [joe@pmlmanagement.com](mailto:joe@pmlmanagement.com), [sabrina@pmlmanagement.com](mailto:sabrina@pmlmanagement.com) (backup to Joe)

Visit the PML web site at: [www.pmlmanagement.com](http://www.pmlmanagement.com)

**HOA:** Submit your concern in writing (email okay) at least one week before the next Board meeting (4th Tue of each month).

Attend the meeting to present your topic at the Open Forum.

## IMPORTANT NUMBERS

### PML Management Corporation

1710 S. Amphlett Blvd, Ste 207, San Mateo CA 94402

Telephone/Fax: (650) 349-9113/ (650) 349-9190

E-mail: [joe@pmlmanagement.com](mailto:joe@pmlmanagement.com)

Life Threatening Emergencies: 911

Other Emergencies:.....(650) 349-9113

San Mateo Police (Non-Emergency) .....(650) 522-7700

## YOUR BOARD of DIRECTORS

Bob Kiss<sup>1</sup> President

Alan Robinson<sup>2</sup> Vice President

Zaven Khachadourian<sup>1</sup> Secretary

Mitra Sadeghi<sup>2</sup> Treasurer

Christine Sommers<sup>1</sup> At Large

<sup>1</sup>Term ends at 2026 election, <sup>2</sup>Term ends at 2025 election

## COMMITTEES

### Architecture

Bob Kiss (chair) – [architecturechair@sugarloafhoa.org](mailto:architecturechair@sugarloafhoa.org)

### Landscape

Zaven Khachadourian (chair) - [landscapechair@sugarloafhoa.org](mailto:landscapechair@sugarloafhoa.org)

Landscape or sprinkler concerns, contact Joe at PML.

### Public Safety

Bob Kiss (chair) – [publicsafety@sugarloafhoa.org](mailto:publicsafety@sugarloafhoa.org)

## NEXT BOARD OF DIRECTORS MEETING

The next Meeting will be on Tue, August 27, 2024, at 5:30 pm at the San Mateo Senior Center, 2645 Alameda de las Pulgas.

### Board Meeting Agenda

1. Call to Order
2. Open Forum (5 min limit per topic)
3. Agenda Approval / Calendar Review
4. Approval of Previous Minutes
5. Reports (Treasurer, Landscape, Architecture, Public Safety)
6. Property Manager Report
7. Unfinished Business:
  - Large Tree Fire Break Project & Annual Maintenance Status
  - Reserve Study Planning Status
  - Denali Tennis Court Resurfacing Status
8. New Business:
  - Start 2025 Budget Process
9. Correspondence & Action Items Review
10. Executive Session (as needed)